

Notification template sample:

Dear Neighbors,

Name or Organization Sponsoring this event will be hosting a/an Name of Event with Description of Event including Amplified Equipments and activities at Location address on date of event between the hours of time of event to time of event. Any complaint or concern regarding this event can be received by Minneapolis Information and Services at 612-673-3000 or 311 for phones with a 612 area code. You can also contact the Event Coordinator directly at: Name of Coordinator and phone number.

Thank you,

Name of Event or Organization
Event Contact Person
Phone number